



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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IN REPLY REFER TO
OPNAVINST 1542.5B
N881
1 October 1997

OPNAV INSTRUCTION 1542.5B

From: Chief of Naval Operations

To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)

Subj: NAVAL AVIATION SUPPLY OFFICER (NASO) PROGRAM

Ref: (a) CNO ltr ser 09/3U300716 of 15 Sep 83 (NOTAL)
(b) NAVSUP Publication 550

Encl: (1) Instruction to Senior Supply Officer
(2) Instruction to Candidate

1. **Purpose.** To publish revised policy and procedures for the administration of the NASO Program. This instruction is a complete revision and should be reviewed in its entirety.

2. **Cancellation.** OPNAVINST 1542.5A.

3. **Background.** The objective of the NASO program is to develop a dedicated, cohesive and uniquely qualified cadre of naval Supply Corps officers who bring the highest level of competence to the management of naval aviation supply support, thus enhancing the Navy's ability to achieve optimum levels of operational readiness. The program:

a. Establishes a cadre of highly qualified Supply Corps officers with experience and demonstrated top quality professional performance in naval aviation supply support.

b. Attracts increased numbers of outstanding Supply Corps officers to aviation careers and greatly assists in retaining these highly motivated officers on active duty.

c. Formally recognizes a cadre of Supply Corps officers who have uniquely qualified themselves to support naval aviation.

d. Establishes a framework for a qualification path that results in highly trained and experienced NASOs to fill demanding aviation supply billets such as supply officer of major aviation combatants and supporting shore activities.

e. Qualifies Supply Corps officers to wear the NASO breast insignia.

4. **Program Description.** The NASO Program qualifies select Supply Corps officers to provide professional logistics management in support of naval aviation. NASOs are uniquely qualified to support naval weapon systems and associated logistics support requirements, and fully understand their impact on mission capability. The NASO-qualified officer has "hands on" fleet operational aviation knowledge and experience in designated operational aviation supply billets. The NASO Program, approved in reference (a), operates under the following guidelines:

1 OCT 1987

a. Resource Sponsor. The Director, Air Warfare Division (N88) for the Deputy Chief of Naval Operations (Resources, Warfare Requirements and Assessments) is designated resource sponsor for this program.

b. Program Sponsor. The Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) is designated overall program sponsor and will coordinate with the Chief of Naval Operations (CNO) and Chief of Naval Personnel (CHNAVPERS) in joint areas of program management, establishment of responsibilities include, but are not limited to, program development and management, establishment of NASO qualifications, monitoring of duty assignments of NASOs to achieve maximum program benefit, and identification and provision of subsequent specialized training as may be necessary to fulfill program requirements.

c. NASO Coordinator. The Commander, Naval Inventory Control Point (NAVICP) serves as the lead for COMNAVSUPSYSCOM in administering the NASO program. Responsibilities include, but are not limited to, preparation and maintenance of the NASO Program Publication (reference (b)).

d. Approving Authority. Commanding officers of NASO candidates have final approval authority for designation of NASOs and to authorize the wearing of the NASO breast insignia. Commanding officers will present the designation certificate and ensure a service jacket entry is completed. Copies of the designation certificate are to be provided to the air type commander, to CHNAVPERS for inclusion in the service record, and to NAVICP Philadelphia (NASO Coordinator). Waiver of the requirements of paragraphs 6 Qualification Requirements, 7 Qualifying Billets, and 8 Qualification Procedure is not authorized.

5. Eligibility. Supply Corps officers and chief warrant officers, both active and Drilling Reserve, are eligible for designation as NASOs.

6. Qualification Requirements. The qualification requirements for NASO designation include a combination of specific technical knowledge and afloat/ashore aviation supply experience. The knowledge must be the result of "hands on" fleet operational aviation experience in one of the designated aviation logistics-related billets, and completion of the NASO Personnel Qualification Standards (PQS) contained in reference (b). The afloat/ashore aviation supply experience qualification requires outstanding performance in at least one aviation logistics related billet listed in paragraph 7.

7. Qualifying Billets.

a. For active duty personnel, the afloat/ashore supply experience qualification requires a minimum of 6 months in an operational environment (i.e. workup/deployed) or 1 year in a non-operational environment in one of the billets listed below. Hazardous material officers, quality assurance officers and postal officers are not eligible for NASO qualification, even if their respective divisions are readiness divisions.

(1) AFLOAT - CV/CVN/LHA/LHD/LPH

- supply officer
- assistant supply officer
- readiness/logistics officer
- All readiness/logistics division officers and assistant division officers (with the exception of hazardous material officers, quality assurance officers and postal officers)
- CVW supply officer
- Squadron supply officer/material control officer

1 OCT 1987

(2) ASHORE

- All air station supply corps officers who parallel the qualifying billets afloat {e.g., Stock control, material, aviation supply department (ASD)}
- Type/functional wing supply officer
- Marine Air Wing supply officer
- Squadron supply officer/material control officer

b. NASO candidates assigned ashore, when practical, should avail themselves of an opportunity to perform a 1-week underway Temporary Additional Duty (TAD) aboard a CV/CVN engaged in Fleet Readiness Squadron Carrier Qualification or aboard an LPH/LHD/LHA engaged in Blue Water pre-deployment exercises. This will give the candidate an added degree of familiarity with afloat aviation supply and maintenance operations.

c. Drilling Reserve officers must submit a request for matriculation into the program along with their Plan of Action and Milestones to the nearest active duty (USN or TAR) supply officer at an aviation site. The qualifying billet requirement will be satisfied by serving a minimum of 2 years in a billet parallel to an active duty qualifying billet. Three 2-week Annual Training (AT) periods must be completed, one each at the following locations:

- Aviation store (S-6) division aboard an operating CV/CVN/LHA/LHD/LPH
- Aviation support division (ASD) at a Naval Air Station
- Air type commander staff or weapon systems billet at NAVICP Philadelphia, or Commander,

Naval Air Systems Command, or Commander, Naval Reserve Forces (COMNAVRESFOR), (N41) will coordinate with those Drilling Reserve candidates who drill at a location where there is not an active duty supply officer to ensure they have an active duty supply officer sponsor. Reserve officers serving in Volunteer Training Units that drill at a Naval Air Station/Naval Air Facility/Naval Air Reserve aboard an Air Station may request permission to enroll in the program from COMNAVRESFOR (N41). All other qualification requirements must be met including the three AT periods at the above listed locations.

8. Qualification Procedure

a. The NASO qualification procedure provides for documentation of the qualifying billet requirements; satisfactory completion of the NASO PQS; satisfactory performance before an oral board composed of the cognizant supply officer, aviation intermediate maintenance department officer, and wing maintenance officer (ashore) or air wing maintenance officer (afloat). A fourth board member is optional and may include the air boss/mini-boss, navigator, or operations/CIC officer. Board members at Marine Corps Air Stations (MCAS) shall consist of Marine Aviation Logistics Squadron (MALS) supply officer, MALS maintenance officer, and a squadron maintenance officer. If the supply officer is not NASO qualified, another NASO qualified Supply Corps officer, in addition to the other board members, will be added to the board. In the event an air wing is not embarked on a CV/CVN or a Marine Expeditionary Unit (MEU) is not embarked on an LPH/LHD/LHA, every effort shall be made to arrange a board with either an ashore or afloat air wing maintenance officer. Air wing maintenance officers from other air wings are authorized. If it is impossible to convene the board with an air wing maintenance officer prior to detachment of the NASO candidate, the ship's maintenance material officer may act as a substitute. Upon successful completion of the oral examination, the NASO candidate will be formally recommended to the commanding officer for NASO designation using the Final Qualification Sheet contained in reference (b).

OPNAVINST 1542.5B

1 OCT 1987

b. In the event that a candidate completes the PQS after transfer to a non-aviation command, or in the case of Drilling Reserve officers attached to a command where supply/maintenance personnel required for the board are not available, candidates will arrange for the oral examination board after consulting with their former air type commander. Letters requesting designation will be submitted with full documentation to the former air type commander. Effective 6 months from the date of this instruction, active duty and Drilling Reserve officers must complete the NASO PQS and oral board prior to transferring from the command where the NASO qualification process was started.

9. Program Administration

a. The NASO Program qualification will be administered by the senior Supply Corps officer at the qualifying activities listed in paragraph 7. Enclosure (1) provides additional guidance.

b. Individual candidates are to review enclosure (2) and, with the concurrence of their supply officer, complete the PQS contained in reference (b).



D. V. McGinn
Director, Air Warfare

Distribution:
SNDL Parts 1 and 2

INSTRUCTION TO SENIOR SUPPLY OFFICERS

1. The NASO Program which the candidate must successfully complete to earn the aviation supply corps wings contains a rigorous and professionally demanding set of Personnel Qualification Standards (PQS). Extensive "off duty" time will be required of the candidate to successfully accomplish the specified program objectives. That fact must be clearly explained and understood during the initial interview with the candidate. The program must not be entered into lightly; it is a major professional undertaking.
2. The candidates supply officer will be responsible for determining the candidate's *eligibility* and ability to successfully complete the program.
3. The candidate is required to develop a plan of action and milestones (POA&M) for completion of the program requirements and submit it to his/her supply officer for approval. During review of the POA&M with the candidate, the following criteria should be established:
 - a. Expected program completion time is 24 months.
 - b. The signature portion of the PQS is required. The supply officer will periodically review the candidate's PQS progress, paying particular attention to the appropriateness of the qualifying signatures. Upon completion of the PQS, the supply officer, maintenance officer, AIMD officer and air boss/air operations officer will perform a final review of the PQS and certify that the signatures obtained belong to appropriate qualifying personnel. If the review is satisfactory, the supply officer shall schedule the oral examination board.
 - c. The oral examination board will assess the level of professional competence attained by the candidate as a result of the completion of the PQS requirements. Upon successful completion of the oral examination, the board members will formally recommend the candidate to the commanding officer for NASO designation.

1 OCT 1997

INSTRUCTION TO CANDIDATE

1. The Naval Aviation Supply Officer (NASO) Program earns its graduates the designation of NASO and authorizes them to wear the NASO breast insignia. The program will provide a thorough understanding of many aviation supply/maintenance principles, procedures and programs, as well as many operational elements. Completion of the NASO Program will require significant "off-duty" study and research time. Therefore, the program should not be entered into lightly. It is a major professional undertaking.
2. The NASO Program contains technical and management PQS sections and a study guide. The PQS section is required. Embedded within the PQS are Practical Factors (PF) - tasking a candidate is required to perform. The study guide is designed to assist the candidate and should serve only as an initial source of information. A significant portion of the required knowledge is expected to be gained through first-hand experience and personal contact with knowledgeable personnel in the aviation maintenance, operations and supply fields. Resourcefulness will be required to obtain the required information and signatures.
3. Formal PQS Program matriculation is inaugurated by the acceptance of the candidate's Plan of Action and Milestones (POA&M) by the candidate's supply officer. The candidate's supply officer will closely monitor the candidate's progress. The program should normally be completed in 24 months, but prior to transferring from the qualifying billet.
4. When the PQS is completed, it will be presented to a review board which will subsequently interview the candidate. Upon the candidate's successful completion of the interview, the board will recommend the candidate to the commanding officer.

Enclosure (2)